REEDLEY COLLEGE
995 North Reed Avenue
Reedley, California 93654

O T 2 – BEGINNING WORDPERFECT
Spring, 2000
COURSE SYLLABUS

INSTRUCTOR: Louise Auernheimer

CLASS MEETING TIMES: 7 - 8 a.m., Daily

MATERIAL OF INSTRUCTION:

- **COREL WORDPERFECT 8 COMPLETE COURSE** by Mary Alice Eisch

- Disks: Two (2) blank, <u>high density</u>, unlabeled, 3 ½ inch double-sided

- Case to store your diskettes

- Loose-leaf notebook to keep handouts, assignments, and/or projects

COURSE DESCRIPTION FROM REEDLEY COLLEGE CATALOG

Basic skills advisories: Eligibility for English 25 and 26; Math 50 previously or
    concurrently.
Subject advisories: IS 10, one semester of high school typing or the equivalent.

Intended for students preparing to use their word processing skills
for vocational or employment purposes. Introduces word pro-
cessing applications using WordPerfect software on microcom-
puters. Presents a wide range of documents to be formatted as
required in various employment situations. Provides realistic
experiences with word processing functions, use of language arts,
and proofreading practice. Develops keyboarding speed and
accuracy through intensified drills and timed-writings.

UNITS - 3 (two lecture and three lab hours of class per week)

OBJECTIVES

- Identify the parts of word processing equipment and differentiate between
    hardware and software.

- Operate a word processing system.

- Create, save, close, and open a WordPerfect document.

- Edit and print a WordPerfect document.

- Enhance single-page business documents and reports with character formatting including all caps, bold, underlining, and italics.

- Adjust the style and size of type as well as the appearance of characters in standard business documents.

- Proofread all types of business documents with the Speller and Thesaurus tools.

- Adjust page breaks, turn on the widow/orphan feature, and number pages in a document.

- Enhance business memoranda and letters and generate two- and three-column tables with tab settings, including left, right, center and decimal tabs.

- Apply specific page characteristics including headers and footers to multiple-page reports.

- Amend research business reports with properly formatted footnotes or endnotes.

- Manipulate blocks and columns of text between areas of different business documents.

- Revise text and codes in standard business letters and reports by using WordPerfect's Find and Replace feature.

- Improve the grammar and style of written business documents using Grammatik.

- Develop keyboarding speed and accuracy through intensified drills and timed writings.

COURSE COMPLETION REQUIREMENTS

- Attend assigned class hour(s).

- Read assigned work before coming to class.

- Complete, proofread, and hand in assignments. Assignments should be clearly marked with your name, and file exercise number at bottom right.

Student name
Assignment/exercise number

- Complete all quizzes and tests as required.

COMPUTER TIME

Approximately four to six hours per week of computer time outside of class may be needed to complete assignments.

GRADING

Based on the following scale

90% - 100% - - - - - - - - - - - A
80% - 89% - - - - - - - - - - - B
70% - 79% - - - - - - - - - - - C
69% - 55% - - - - - - - - - - - D
54% or below - - - - - - - - - F

To satisfactorily complete the requirements of this course, all assignments must be completed and turned in on time

THE LAST DAY TO DROP A SEMESTER LENGTH COURSE CLASS - March 10, 2000

HOLIDAYS

January   17 - Martin Luther King, Jr.
February 18-21 - Lincoln Day and Washington Day
April   17-22 - Spring Break
May   15-19 - Final examination week

OTHER

- CLASS BEGINS PROMPTLY! A lot of information, demonstration, and discussion occurs at the beginning of class

- Make doctor's appointments, counseling appointments, dental appointments at times other than class time. We do not have foggy-day schedules. Some holidays are observed; however, parties, birthdays, vacations, trips to see relatives, are not excused absences. Remember an empty chair cannot get a college education, but you can!

- If you are absent three (3) or more times, the instructor may fill out a drop card and indicate the reason for the drop was excessive absences. HOWEVER, IT IS YOUR RESPONSIBILITY TO DROP THIS CLASS IF YOU DO NOT INTEND TO COMPLETE IT. The registrar's office and counselors are also notified.

- ABSOLUTELY NO FOOD, DRINKS, CANDY, CHEWING GUM, POPCORN, SMOKING, OR CHEWING TOBACCO IN THE CLASSROOM – NOT EVEN BOTTLED WATER WITH A LID.

- CHILDREN IN THE COMPUTER LABS AND CLASSROOM: While we understand that your children do not have the same schedule we do here at the college, we suggest that you do not bring them to class or computer labs with you. Some students find children disruptive and distracting. Try to make other arrangements for them.

- You may leave messages for me on my voice mail, 638-3641, Extension 3808.